

POLICY

It is the policy of the Michigan Department of Human Services/Bureau of Juvenile Justice (BJJ) that the education office maintains student files for sixty (60) years according to the State of Michigan Records Retention and Disposal Schedule.

PURPOSE

This policy ensures compliance with Michigan requirements to centralize the cataloging and maintenance of educational records.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
PARTY**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to education record retention. At a minimum, these SOPs must contain all of the following requirements:

- A protocol that ensures that all current student education information is entered into JJIS.
- A protocol that ensures that youth education records are safely delivered to the school district for which the student is transferring.
- A process that ensures that education records of youths whose education is completed (whether via H.S. diploma, GED, etc.) at the time of release from the BJJ school district are sent to the education unit upon release of the youth.

The education unit is responsible to prepare the records for storage for the mandated sixty (60) plus years.

AUTHORITY

Social Welfare Act, MCL 400. 115a(l)

Special Education Programs and Services Rules R340.1861